

## CHS FFA Concession Stand Daily Instructions

Arrive by **3:00 pm**. Sign in at front office and ask for keys. Concession stand is room F02; exit the office, turn right and go to the end of the hall. Turn left and take the 1<sup>st</sup> hall on the right (music hall). Turn right at the hall past the orch/chorus suite, and turn right again at next hallway. F02 is the last door on the left near the exit doors.

Use large key to open stand door and keep ajar with doorstop so student volunteer can enter. However, if you must leave the stand for any reason after arriving, take the keys with you and close the door.

Open MasterLocks and remove the appropriate cash bag from cabinet #1 and the cash box from cabinet #2. The paperwork you will need is inside the cash bag. Set the cash box and cash bag on the far right of the window counter.

Open the front window.

Take white tray of chocolate candy from Coke cooler and place in front of display racks on table. Fill the small Dasani tub with a few of each type of drink from the Coke cooler. Put tub on left side of window on counter- having these handy helps serve customers more quickly.

On some days bus drivers are the first customers; be ready to serve as quickly as possible.

Dismissal bell is **3:30**. Student customers will arrive before the student volunteer so the parent must work "solo" for several minutes. When student helper arrives he will stow personal belongings on shelf below roll up window and help by pulling customer choices. Parents should handle money and make change, not students.

Stand should remain open until **4:00**; at this time remove all signs from the window, close and lock it.

Have student volunteer sign paperwork and restock items. If a new box needs to be opened to restock an item, make a note of it on the volunteer sheet. Please don't open a new case of bottled drink- call Mary Wenger if a selection runs out. Return the bottled drinks and tray of candy to the Coke cooler and lock it. After restocking, the student should clean the stand: 1) break down boxes and bring to recycle bins behind art room, 2) wipe counters and table with Clorox wipes, 3) sweep floor, 4) empty trash and replace liner (bring trash to large trash cans outside when you leave).

Parent should handle cash receipts and complete paperwork:

1) place change (\$105) as directed in cash box for next day (if not able call Mary Wenger):

20 x \$0.25      2 x \$10      9 x \$5      35 x \$1

2) Count remaining cash receipts and record on paperwork;

3) Put cash and completed, signed paperwork in cash bag and drop into locked drop box in cabinet #1.

Make sure the Coke cooler, small refrigerator, all cabinets and window are closed/locked. Turn off lights and fan. When parent and student are ready to leave, leave and pull door closed to lock. **Return keys to front office file drawer.**

THANK YOU FOR VOLUNTEERING TODAY!

Questions:      Mary Wenger      678-234-5938

## PRICE LIST FOR CONCESSION

<b>DRINKS</b>	<b>\$1.50</b>
<b>ALL CANDY &amp; CHOCOLATE</b>	<b>\$1.00</b>
<b>DANISH</b>	<b>\$1.00</b>
<b>ALL CHIPS, FRUIT SNACKS</b>	<b>\$0.50</b>
<b>BLOW POPS, AIR HEADS</b>	<b>\$0.25 @ OR 3/\$0.50</b>